

* * * * *

UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT

* * * * *

No. 050

Job Vacancy

May 8, 2009

OPEN TO:	US Citizen Eligible Family Members (USEFMs) – All Agencies
POSITION:	Security Investigator *FP-6
OPENING DATE:	Friday, May 8, 2009
CLOSING DATE:	Friday, May 22, 2009
WORK HOURS:	Full-time; 40 hours/week
SALARY:	*Not-Ordinarily Resident (NOR): US\$37,828 (Starting salary) (Position Grade: FP-6 to be confirmed by Washington)

NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (USEFM) AS DEFINED UNDER THE DEFINITIONS SECTION OF THIS ANNOUNCEMENT ARE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bogota is seeking an individual for the position of Security Investigator in the Regional Security Office (RSO).

BASIC FUNCTION OF POSITION

This position is a Security Investigator. The incumbent conducts all manner of simple and complex or sensitive investigations including, but not limited to, background suitability, protective intelligence, incidents involving embassy employees, incidents involving misuse of property, and so on. Incumbent is able to independently review and assess a case, determine necessary investigative

steps and procedures, conduct interviews, collect information or evidence as required, and present the results of the investigation in a concise written report.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item in their application or in a cover letter.

(All applicants must meet all the requirements listed below in order to be considered for subject position)

- a. Education: Completion of Secondary education is required.
- b. Prior Work Experience: Two years of experience conducting investigations; conducting interviews in the Human Resources field or analytical experience in law enforcement, security or intelligence is required.
- c. Language Proficiency: English Level IV (fluent) is required. Spanish Level II (limited knowledge) is required.
- d. Knowledge: Good working knowledge in the conduct of investigations, protection of information/evidence is required.
- e. Skills and abilities:
 - Good interpersonal skills are required.
 - Good computer skills in Microsoft office applications and databases are required.

***LANGUAGE REQUIREMENT:**

Primary Language: In order to meet the language requirement, all applicants **MUST** indicate in their applications or in a cover letter their primary or native language. A language test will not be conducted in the applicant's native language unless requested by the selecting office.

Secondary Language(s): When two or more language requirements are stated in the Vacancy Announcement, language tests are required for those languages that the applicant does not identify as the primary, first-spoken, or native language. If an applicant claims fluency in multiple languages, the applicant must identify **ONE** and only **ONE** language as primary, first-spoken or native. **ALL** applicants will be tested in any other language listed in the Vacancy Announcement that is not listed in the application as a primary language.

LANGUAGE TESTING PROCEDURES:

Most of the positions at the Embassy require specific levels of both Spanish and or English. After the preliminary screening of the applications, those who meet all of the requirements will then be scheduled for the required language examinations if needed. English language examinations are given at First Class English at a cost of 40,000 (Colombian pesos), the applicant is responsible for all costs incurred for this test. Spanish Examinations are presently given at the Embassy at no cost. You will be contacted and given the procedures for each examination.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days calendar days of their employment.
3. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Department of State Top Secret security clearance.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612). The form is available at <http://bogota.usembassy.gov>, check the About the Embassy link and then click on Human Resources – Vacancies; or

2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Please include a cover letter which states your primary language and how you meet each of the qualifications required for the position.
5. Any other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
6. US Citizen EFM's may apply for positions as soon as the sponsor has orders assigning him or her to Embassy Bogotá.

SUBMIT APPLICATION TO

American Embassy Bogotá
Human Resources Office
Attention: Recruitment Unit
Carrera 45 No. 24 B-27

Alternatively you could e-mail your application to: jobvacanciesbogota@state.gov
Please note that this e-mail address is a mail box only. Any messages sent to this box will not receive a response. **Please do not mail a hard copy of your application package to us if you have already sent it via e-mail.**

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad (Colombia); or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

CLOSING DATE FOR THIS POSITION: FRIDAY, MAY 22, 2009

The US Mission in Colombia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation.

Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

M:\HRO\2 RECRUITMENT\2009\2 Vacancy Announcements Background Information 2009\Vacancy Announcements in Word\050 RSO Security Investigator.doc